

7 March 1963

MEMORANDUM FOR: Acting Deputy Director (Support)

SUBJECT : Secure Area

1. The FI Staff has requested conversion of room 4C24, Headquarters building, to secure area space. This room now contains eight four-drawer filing cabinets containing approximately 10,000 201-files for the inter-agency source register. The CIA Records Management Officer has indicated that open-shelf filing would permit file growth and provide for more efficient space utilization. The Office of Security has concurred in the proposal. The Logistics Services Division has concurred and has indicated that the cost is not expected to exceed \$2,500.

2. It is recommended that you approve the conversion of room 4C24, Headquarters building to secure area space with the understanding that the cost is not to exceed \$2,500, and with the further understanding that the FI Staff is to fund the conversion.

SIGNED

[Redacted Signature]

Special Planning Assistant to the
Deputy Director (Support)

25X1

The recommendation in paragraph 2 is approved:

15/
H. Gates Lloyd
Acting Deputy Director (Support)

(Date)

SPA-DD/S:jhp:fmf (7 Mar 63)

Distribution:

- Orig - C/Logistics Services Div
- 1 - C/FI Staff
- 1 - C/Physical Security
- ✓ 1 - CIA Records Management
- 2 - DD/S

GROUP 1
Excluded from automatic
downgrading and
declassification

TRANSMITTAL SLIP		DATE
TO: CIA Records Administration Officer		
ROOM NO. 604	BUILDING 1016 16th Street	
REMARKS:		
<div style="border: 1px solid black; width: 200px; height: 40px; margin: 10px auto;"></div> <p style="text-align: right; margin-right: 50px;">3/11</p> <p style="text-align: right; margin-right: 50px;">J. J. S.</p> <p style="text-align: right; margin-right: 50px;">2.7.10000 - File JMS</p> <p style="text-align: right; margin-right: 50px;">3/11/63</p>		
FROM: Acting Deputy Director (Support)		
ROOM NO. 7D18	BUILDING Hqs.	EXTENSION
<small>FORM NO. 241 1 FEB 55</small> <small>REPLACES FORM 36-8 WHICH MAY BE USED.</small> <small>GPO : 1957-O-439445 (47)</small>		

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